

# STUDENT TEACHER'S GUIDE TO SUBMITTING CLINICAL WORK in FOLIOTEK

**BS and MAT Middle/Secondary Education,  
all tracks (traditional route to certification)**



# First things *1st*


## 1. Know your CLINICAL COURSE NUMBERS!

Your school placement corresponds to a course number. Submit your work under the course number associated with your placement or *type* of placement(s). For example, submit Special Education-LBD placements' work to EDSP 470; submit "regular" middle school classroom work to EDTP 417. The slides in this presentation describe all scenarios.

## 2. Select the CORRECT UNIVERSITY SUPERVISOR when submitting your CLINICAL WORK (student teaching documents).

Be sure to select the correct supervisor from the faculty list when submitting your work.

## 3. SUBMIT ASSESSMENTS that do not require attachments of student work to UNIVERSITY SUPERVISOR(S) at BEGINNING OF SEMESTER

These are indicated by red arrows  in this presentation). Submit lesson plans, reflections, and the "Calendar - Days' Spent in Student Teaching" assignments upon completion or upon supervisor's request.

## First things *1st*

**The next five slides outline the course numbers associated with student teaching placements, and the student teaching assignments and assessments specific to each academic program and certification track(s).**

**Your work must be completed and assessed by your university supervisor before you can be recommended for teacher certification.**

# Middle/Secondary Education (MISE) Middle School content/placements only

## EDTP 417 (BS) / EDTP 617 (MAT)

**\*\*Send items indicated with red arrows to supervisors at beginning of semester\*\***

### EDTP 417 - Student Teaching Middle School

- + EDTP 417- Lesson Plan #1 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- + EDTP 417- Lesson Plan #2 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- + EDTP 417- Lesson Plan #3 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- + EDTP 417- Lesson Plan #4 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- + EDTP 417- Post-Lesson Reflection #1 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- + EDTP 417- Post-Lesson Reflection #2 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- + EDTP 417- Post-Lesson Reflection #3 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- + EDTP 417- Post-Lesson Reflection #4 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →

- + EDTP 417- Calendar- Days Spent in Student Teaching ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417 - Observation of Teaching #1 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417 - Observation of Teaching #2 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417 - Observation of Teaching #3 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417 - Observation of Teaching #4 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417 - Dispositions Assessment - Midterm ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417 - Dispositions Assessment - Final ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417 - Diversity Assessment ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417 - Student Teaching Grading Rubric ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →

**MAT candidates will submit assignments to course EDTP 617. Assignments are labeled "EDTP 617 - [same as above]..."**

# Middle/Secondary Education (MISE) Middle School content + Special Ed - LBD

## EDTP 417 + EDSP 470

### EDTP 417 - Student Teaching Middle School

- EDTP 417- Lesson Plan #1 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417- Lesson Plan #2 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- ~~EDTP 417- Lesson Plan #3 [LAST MODIFIED: N/A]  
GO TO ELEMENT →~~
- ~~EDTP 417- Lesson Plan #4 [LAST MODIFIED: N/A]  
GO TO ELEMENT →~~
- EDTP 417- Post-Lesson Reflection #1 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417- Post-Lesson Reflection #2 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- ~~EDTP 417- Post-Lesson Reflection #3 [LAST MODIFIED: N/A]  
GO TO ELEMENT →~~
- ~~EDTP 417- Post-Lesson Reflection #4 [LAST MODIFIED: N/A]  
GO TO ELEMENT →~~

- EDTP 417- Calendar- Days Spent in Student Teaching [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417- Observation of Teaching #1 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417- Observation of Teaching #2 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- ~~EDTP 417- Observation of Teaching #3 [LAST MODIFIED: N/A]  
GO TO ELEMENT →~~
- ~~EDTP 417- Observation of Teaching #4 [LAST MODIFIED: N/A]  
GO TO ELEMENT →~~
- EDTP 417- Dispositions Assessment - Midterm [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417- Dispositions Assessment - Final [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417- Diversity Assessment [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 417- Student Teaching Grading Rubric [LAST MODIFIED: N/A]  
GO TO ELEMENT →

### EDSP 470 - Student Teaching - Special Education: LBD Placements

- EDSP 470 Lesson Plan #1 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDSP 470 Lesson Plan #2 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDSP 470 Post-Lesson Reflection #1 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDSP 470 Post-Lesson Reflection #2 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDSP 470 - Observation of Teaching #1 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDSP 470 - Observation of Teaching #2 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDSP 470 - Dispositions Assessment #1 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDSP 470 - Dispositions Assessment #2 [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDSP 470 - Student Teaching Grading Rubric [LAST MODIFIED: N/A]  
GO TO ELEMENT →

**Important:** The student view of course EDTP 417 will be the same for all students, regardless of track. **Students pursuing Middle School + Special Education-LBD dual certification should *omit submission of two lesson plans, two observations, two reflections and one dispositions assessment in EDTP 417.*** These remaining two lesson/teaching/reflection/dispositions assessments will be scored by the supervisor of LBD placements in course EDSP 470. **Be sure to submit assignments from the correct course number to the associated university supervisor.**

**\*\*Send items indicated with red arrows to supervisors at beginning of semester\*\***

# Middle/Secondary Education (MISE) Middle School AND High School content/placements EDTP 418 (BS) / EDTP 618 (MAT)

**\*\*Send items indicated with red arrows to supervisors at beginning of semester\*\***

## EDTP 418 - Student Teaching Middle & High School

- + EDTP 418- Lesson Plan #1 ..... [LAST MODIFIED: 09/15/2020 7:26 PM EDT]  
 GO TO ELEMENT →]
- + EDTP 418- Lesson Plan #2 ..... [LAST MODIFIED: 10/28/2020 1:54 PM EDT]  
 GO TO ELEMENT →]
- + EDTP 418- Lesson Plan #3 ..... [LAST MODIFIED: 11/11/2020 9:01 PM EST]  
 GO TO ELEMENT →]
- + EDTP 418- Lesson Plan #4 ..... [LAST MODIFIED: 11/13/2020 9:26 AM EST]  
 GO TO ELEMENT →]
- + EDTP 418- Post- Lesson Reflection #1 ..... [LAST MODIFIED: 10/06/2020 8:13 AM EDT]  
 GO TO ELEMENT →]
- + EDTP 418- Post- Lesson Reflection #2 ..... [LAST MODIFIED: 11/06/2020 8:36 PM EST]  
 GO TO ELEMENT →]
- + EDTP 418- Post- Lesson Reflection #3 ..... [LAST MODIFIED: 11/13/2020 8:20 AM EST]  
 GO TO ELEMENT →]
- + EDTP 418- Post- Lesson Reflection #4 ..... [LAST MODIFIED: 11/17/2020 9:42 AM EST]  
 GO TO ELEMENT →]

- + EDTP 418- Calendar- Days Spent in Student Teaching... ..... [LAST MODIFIED: 11/23/2020 10:36 AM EST]  
 GO TO ELEMENT →]
- EDTP 418 - Observation of Teaching #1 ..... [LAST MODIFIED: N/A]  
 GO TO ELEMENT →]
- EDTP 418 - Observation of Teaching #2 ..... [LAST MODIFIED: N/A]  
 GO TO ELEMENT →]
- EDTP 418 - Observation of Teaching #3 ..... [LAST MODIFIED: N/A]  
 GO TO ELEMENT →]
- EDTP 418 - Observation of Teaching #4 ..... [LAST MODIFIED: N/A]  
 GO TO ELEMENT →]
- EDTP 418 - Diversity Assessment ..... [LAST MODIFIED: N/A]  
 GO TO ELEMENT →]
- EDTP 418 - Dispositions Assessment - Midterm ..... [LAST MODIFIED: N/A]  
 GO TO ELEMENT →]
- EDTP 418 - Dispositions Assessment - Final ..... [LAST MODIFIED: 11/30/2020 8:07 PM EST]  
 GO TO ELEMENT →]
- EDTP 418 - Student Teaching Grading Rubric ..... [LAST MODIFIED: N/A]  
 GO TO ELEMENT →]

**MAT candidates will submit assignments to course EDTP 618. Assignments are labeled "EDTP 618 - [same as above]..."**

# Middle/Secondary Education (MISE) High School content/placements only EDTP 419 (BS) / EDTP 619 (MAT)

**\*\*Send items indicated with red arrows to supervisors at beginning of semester\*\***

## EDTP 419 - Student Teaching High School

- ⊕ EDTP 419- Lesson Plan #1 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- ⊕ EDTP 419- Lesson Plan #2 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- ⊕ EDTP 419- Lesson Plan #3 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- ⊕ EDTP 419- Lesson Plan #4 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- ⊕ EDTP 419- Post- Lesson Reflection #1 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- ⊕ EDTP 419- Post- Lesson Reflection #2 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- ⊕ EDTP 419- Post- Lesson Reflection #3 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- ⊕ EDTP 419- Post- Lesson Reflection #4 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →

- ⊕ EDTP 419- Calendar- Days Spent in Student Teaching... ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 419 - Observation of Teaching #1 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 419 - Observation of Teaching #2 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 419 - Observation of Teaching #3 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 419 - Observation of Teaching #4 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 419 - Dispositions Assessment - Midterm ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 419 - Dispositions Assessment - Final ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 419 - CEHD Diversity Assessment ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →
- EDTP 419 - Student Teaching Grading Rubric ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT →

**MAT candidates will submit assignments to course EDTP 619. Assignments are labeled "EDTP 619 - [same as above]..."**

# Middle/Secondary Education (MISE) P-12 Certification

## EDTP 412 (BS) / EDTP 612 (MAT)

**\*\*Send items indicated with red arrows to supervisors at beginning of semester\*\***

### EDTP COURSES

#### EDTP 412 - Student Teaching P-12 World Languages

- ⊕ EDTP 412- Lesson Plan #1 ..... [LAST MODIFIED: 10/21/2020 9:16 AM EDT]  
GO TO ELEMENT ➔
- ⊕ EDTP 412- Lesson Plan #2 ..... [LAST MODIFIED: 10/21/2020 9:22 AM EDT]  
GO TO ELEMENT ➔
- ⊕ EDTP 412- Lesson Plan #3 ..... [LAST MODIFIED: 11/08/2020 3:58 PM EST]  
GO TO ELEMENT ➔
- ⊕ EDTP 412- Lesson Plan #4 ..... [LAST MODIFIED: 11/13/2020 9:10 PM EST]  
GO TO ELEMENT ➔
- ⊕ EDTP 412- Post-Lesson Reflection #1 ..... [LAST MODIFIED: 10/21/2020 9:17 AM EDT]  
GO TO ELEMENT ➔
- ⊕ EDTP 412- Post-Lesson Reflection #2 ..... [LAST MODIFIED: 10/21/2020 9:23 AM EDT]  
GO TO ELEMENT ➔
- ⊕ EDTP 412- Post-Lesson Reflection #3 ..... [LAST MODIFIED: 11/08/2020 4:00 PM EST]  
GO TO ELEMENT ➔
- ⊕ EDTP 412- Post-Lesson Reflection #4 ..... [LAST MODIFIED: 11/13/2020 9:11 PM EST]

- ⊕ EDTP 412- Calendar- Days Spent in Student Teaching... ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT ➔
- ➔ EDTP 412 - Observation of Teaching #1 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT ➔
- ➔ EDTP 412 - Observation of Teaching #2 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT ➔
- ➔ EDTP 412 - Observation of Teaching #3 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT ➔
- ➔ EDTP 412 - Observation of Teaching #4 ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT ➔
- ➔ EDTP 412 - Dispositions Assessment - Midterm ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT ➔
- ➔ EDTP 412 - Dispositions Assessment - Final ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT ➔
- ➔ EDTP 412 - Diversity Assessment ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT ➔
- ➔ EDTP 412 - Student Teaching Grading Rubric ..... [LAST MODIFIED: N/A]  
GO TO ELEMENT ➔

**MAT candidates will submit assignments to course EDTP 612. Assignments are labeled "EDTP 612 - [same as above]..."**



## Additional bits ...

- If you submit an assignment in Foliotek to the wrong supervisor by mistake, contact the supervisor and ask that s/he decline the assessment. After the assessment is declined, you can resend it to the correct supervisor. You can also ask that the “incorrect” supervisor forward your assessment to the “correct” supervisor in Foliotek.
- If you do not see a course in the left menu on the Foliotek dashboard, make sure that you are viewing your Student Teaching portfolio. See [Navigating Multiple Portfolios in Foliotek](#)
- Answers to the most common questions about submitting work in Foliotek to faculty instructors and university supervisors can be found on this page:  
<https://louisville.edu/education/foliotek/students>

[Fall 2020: Uploading Course Assessment to Faculty](#)

[Submitting Student Work to Supervisors](#)

**And remember ...**

**Most of the clinical information teacher candidates need can be found on the OEDCP website:**

**<https://louisville.edu/education/field-placement>**

**THANK YOU!**

**Have a great  
student teaching semester!**

